

## **Saint Thomas the Apostle Board of Education Minutes from the Board Retreat on Friday, August 16, 2019**

The meeting was conducted from 8:00 am until approximately 12:30 pm.

**Board Packets submitted to members on:** September 9, 2019.

### **CALENDAR ITEMS**

**Next Board Meeting:** Thursday, September 12, 2019, at 6 pm.

### **Meeting Agenda**

- I. Opening Prayer**-Matt Maczka
- II.** Introductions
- III.** Opening comments
  - a. Review by Matt on what the purpose of the School Board is and its obligations
    - i. Recommend Policy
    - ii. Budget
    - iii. Support admin however we are able
    - iv. Stay forward looking/Vision driven
    - v. Stay out of the weeds and keep things simple
  - b. Org Chart Review
  - c. Stacy Slomski stepping down from Board
- IV.** Board Goals
  - a. Succession Planning
  - b. Passing on institutional knowledge
  - c. Fundraising/Funding the School (356 enrollments in years past, currently at 320)
- V.** Administration Update – Suzie
  - a. Theology of the body implementation & parent education
  - b. Decreased enrollment at the parish is a concern
  - c. Educate parents/provide classes
    - i. Anxiety & Depression
    - ii. Vaping
    - iii. Addiction
  - d. Holland Home decision in December, concerns over vacant building
  - e. Options include tear down and add senior housing or sell
  - f. Future expansion for daycare at St. Thomas
    - i. Josh to start conversation about future use of the space at Children’s Healing Center and Aquinas College
- VI.** Betsy update
  - a. St Thomas cannot be someone/something we are not
  - b. New Families/Students
    - i. Disenrollment - 28 Students from 21 Families
      - Moved out of State
      - Blanford
      - Chose other options

- ii. New Enrollments - 36 Students
- c. Parishioner status is enrolled and giving to the parish. Phone calls were made and it was a positive experience. Cost to educate is 6085/child
- d. Advertising in EGR Living
- e. The “Buzz” is the new newsletter
- f. Personal phone calls need to be made to existing families
- g. Financial aid discussion
- h. Betsy is becoming a full-time employee, will not be voting member
- i. To do
  - i. Follow up with disenrolls/exit interviews
  - ii. New family phone calls
- VII.** Vote on Officers - Motion made, Motion Seconded, Motion approved
  - a. Matt President
  - b. Erin Vice President
  - c. Derek Secretary
- VIII.** Board Training Session
  - a. Reviewed Website
  - b. Reviewed Meetings
- IX.** Accreditation – Suzie
 

We are starting our second 5-year round of accreditation through NAMS. There are 15 Standards and 72 Benchmarks. Our self-study with evidence period starts this year. On site survey will be next year.
- X.** Strategic Plan Review – Erin
  - a. History and Drivers
    - i. 2017 3-4 open planning sessions guided by principal at another school
    - ii. 2021 will be the next cycle
    - iii. Do not want to get stale, need to keep fresh and updated.
  - b. There are 4 pillars of Standards/Benchmarks (Back of strategic plan document)
  - c. Expectations – Turn in monthly report to secretary Melissa Fisher. Due Sunday @ 12:00AM. Distributed Monday-Wednesday for Thursday meeting
- XI.** Highlights of Strategic Plan that need attention
  - a. Technology
    - i. Worked with Brian Cooper on presentation of snapshot of current technology and future needs
    - ii. Security system update
    - iii. Equipment refresh approved

Goals

    - Integrate Tech and Curriculum roadmap
    - Share technology status @ State of the School in Oct
  - b. Facilities
    - i. Existing assessment presentation last year
    - ii. Goals
      - 1. Inclusion/ADA
      - 2. Safety & Security

- 3. Space utilization
    - 4. High Level master plan "If" we are able to acquire land
  - c. Finance
    - i. Operating Calendar
    - ii. Monthly financial report with board packet
  - d. Marketing
    - i. Goals
      - 1. Color Photo Campaign
      - 2. Identifiable Branding (we are St Thomas, prayers for Peter, red glasses movement)
      - 3. Focus on 100<sup>th</sup> year ideas
      - 4. Documented marketing plan
  - e. Policy & Planning
    - i. TBD
  - f. Mission Effectiveness
    - i. TBD
  - g. Development
    - i. TBD
  - h. Diversity
    - i. Lacking and struggling diversity due to location
    - ii. Need to define goals regarding diversity
    - iii. Focus on Neurodiversity (60 students currently)

Attendance:

Josh Szymanski  
 Christi Blum  
 Cathy Buehler  
 Judy Koepnick  
 Chuck Rushmore  
 Derek Damstra  
 Michael Pavona  
 Jill Hulswit  
 Erin Schmuker  
 Suzie Furtwangler  
 Monica Morin  
 Bill Fetterhoff  
 Betsy Edgerton  
 Matt Maczka  
 Jason Balgavy

